G U J A R A T

Administration: The post of the Director of Archives is vacant since its creation. The charge of this post was held by the Director of Archaeology in addition to his own duties.

The proposal for placing the administrative control of record offices of the Saurashtra region, in which pre-merger records are preserved, under this Department is still under consideration of the State Government.

Budget: During 1977-78 a budget provision of Rs.3,08,000 was made on the non plan side, out of which Rs. 3,06,652 was spent and on the plan side a sum of Rs.33,146 was spent out of the budget provision of Rs.34,000. For 1978-79, budget provision of Rs.3,30,000 has been made on the non plan side and Rs.1,50,000 on the plan side.

Building: At present the office is accommodated in a rented building at Ahmedabad. A scientifically designed archival building, however, is proposed to be constructed at Gandhinagar at the estimated cost of Rs.30 lakhs.

Record Management: The work regarding survey of Princely State Records lying in the district and taluka record offices was continued by the Department and the

Record Assistants were deputed to the district taluka offices for appraisal of records. Under this programme 13062 files belonging to the Princely States of Rajpipla, Malpur, Junagadh, Sanjeli, Vijaynagar, Idar Kutch, Santrampur, Lunawada, Gadh Bariad and Jambughoda were examined and 10% of these were marked for retention.

The guidelines laid down in the Central Secretariat Manual of Office Procedure and Record Retention Schedule common to all the departments are followed while reviewing papers. The retention schedule prepared by Finance Department and Civil Supply Departments of the Secretariat were scrutinised by the Department.

The work for collection of information regarding centralization of records was continued during the year and 166 offices have furnished the information in the questionnaires sent in this behalf.

Research and References: 18 scholars availed themselves of the research facilities and 114 queries received from various private agencies and individuals were attended to. 1798 records were requisitioned by the research scholars.

Reference Media: During the period under report 3890 files were classified and 1840 files were listed. The department has also undertaken the work of preparing lists of various series of records in order to make 'ferist' registers up-to-date.

Publication Programme: The department is in initial stage of development and it has therefore not been possible to undertake any publication programme at this stage.

Preservation of Records. 8254 sheets and 2564 files were repaired, 2116 sheets were guarded and 782 books were bound.

Photo-Duplication: The department has purchased Microfilm Reader and Printer to cater to the needs of research scholars. Two rolls in microfilm containing 233 documents relating to Shri Aurobindo Ghosh have been acquired from the Pondicherry ashram for the use of Research Scholars. These records were microfilmed at the Central Record Office Vadodara.

Library: The work relating to the acquisition of books dealing with archives, etc., from different districts and taluka offices was intensified and 426 books were collected thus bringing the total number of collection to 17246.

Other Activities: The second meeting of the Regional Records Survey Committee was held on 22nd September, 1977 under the chairmanship of the Minister for Education at Gandhinagar. The Committee took various decisions and made recommendations regarding acquisition of private records from individuals and institutions.

The Department carried out inspection of Vadodara and Rajkot Record Offices during the period under report. A proposal for imparting training in short term course of Record Management to the staff is under consideration of the Government.